

City of Las Vegas 2010/2011 Audit Findings Improvement Plan

<u>PROJECT/CONCERN</u>	<u>IMPROVEMENT PLAN</u>	<u>BARRIERS</u>	<u>RESPONSIBLE PARTY</u>	<u>Status</u>	<u>END DATE</u>
2007-04 Timely Preparation of Bank Reconciliations/Interfund Balances	Reconciliations need to be completed by the 20th of each month to ensure errors are caught on a timely basis.	none	Finance Staff	Revised and Repeated	6/30/12
2008-06 Late Audit Report	Complete records in adequate time to complete audit report. RFP for an accounting firm and develop a time line for field work to be completed in the spring.	None	Finance Director/Staff	Repeat	6/30/2012
2009-04 Billing Errors	Ensure reports are double verified and staff continues to be cautious and aware of what they are inputting into the system.	none	Utility Staff	Revised and Repeated	6/30/2012

2009-09 Adopt Formal Policies for Financial Close and Reporting	Staff has created policies and procedures for financial close to ensure all accounts are reconciled and transactions are accounted for but will need to recreate with new software system.	time/implementation of new software system	Finance Staff	Repeat	6/30/2012
2010-01 Late Data Collection Form	Related to Late Audit	none	Finance Staff	Repeat	6/30/2012
2011-01 Lack of Review of Journal Entries	Management has instituted proper controls to ensure je's are reviewed prior to posting.	none	Finance Staff	New	6/30/2012
2011-02 Lack of Review over Cash Receipts	Management will ensure that daily oversight and verification is performed.	none	Finance/Utility Staff	New	6/30/2012
2011-03 Untimely Deposits	Daily Bank drops will be enforced.	none	Finance/Utility Staff	New	6/30/2012
2011-04 Utility Billing Rate Error	Oversight of rate changes and verification is required before completed/posted.	none	Utility Staff	New	6/30/2012
<u>HOUSING AUDIT FINDINGS</u>					

FS 2008-02 Late Audit Report, Compliance and Other Matters	RFP for an accounting firm and develop a time line for field work to be completed in the spring.	none	Housing/Finance Staff	Repeat	6/30/2012
2010-01 Public and Indian Housing-Allowable Costs	Time and Effort Certifications will be completed timely.	none	Housing Staff	Repeat	6/30/2012

Resolved Prior Year Findings

2006-04 Expenditures in Excess of Budget Revised and Repeated	The finance department will monitor departments budgets and expenditures closely.	none	Finance Staff	RESOLVED	
2007-06 Preparation of Financial Statements	Purchase new accounting software with capabilities of preparing financial statements	implementation	Finance Staff	RESOLVED	
2009-05 Recording of Gross Receipt Taxes	Administration charges related to GRT need to be recorded on the books to ensure completeness of revenues and expenditures.	none	Finance Staff	RESOLVED	

2009-10 Improve Controls over cash disbursements	Separation of blank checks and signature stamp is vital to reduce risk of fraud	none	Finance Staff	RESOLVED	
2010-03 Lack of review of PERA forms	Review by supervisor to ensure information is accurate.	none	Finance Staff	RESOLVED	
2010-04 Incomplete Contract Listing for Procurement	Ensure all departments are submitting contracts to the City Clerks office.	none	All Departments	RESOLVED	
2010-05 Supporting Documentation for Journal Entries	Ensure all proper documentation is attached to each JE.	none	Finance Staff	RESOLVED	
2010-06 Incomplete General Ledger	Ensure accounts that are meant to be closed out are closed out at bank and on books.	none	Finance Staff	RESOLVED	
2010-07 Reconciliation and Monitoring of AR Balances	Continued awareness of monitoring AR balances	none	Finance Staff	RESOLVED	
2010-08 Reconciliation of Due To and Due From Inter-Fund Balances	Continued awareness of Due To And Due From Reconciliations	none	Finance Staff	RESOLVED	
2007-02 Meter Deposits Comingled	Separate Water and Gas Meter Deposits	none	Finance Staff	Resolved	
2008-03 Deficiencies in Accounting for Capital Assets	Hire Consultant to bring City Current	none	Finance Staff	Resolved	

2008-07 Municipal Court Account	Reconcile courts and continue receiving daily cash receipts	none	Finance Staff	Resolved	
2009-01 Non-recording of the e911 Grant (telephone emergency system)	Record grants on the books despite not receiving the actual money	none	Finance Staff	Resolved	
2009-02 Wastewater Facility Construction Loan Program	Ensure all debt and capital assets are recorded on the books	none	Finance Staff	Resolved	
2009-03 Accounting for Landfill Closure Cost	The liability must be recorded on the books	none	Finance Staff	Resolved	
2009-04 Utilities Over-Billings	Adopt a formal policy for credits and adjustments. Also review of billing versus consumption to assess reasonableness of billings		Utility Staff	Resolved	
2009-06 Solid Waste Overbillings	Assign appropriate person to ensure that all provisions of the ordinances are complied with	none	Utility Staff	Resolved	
2009-07 Improve Cash Receipts Process at Utilities Department	Ensure funds received throughout the day agree to deposit made.	none	Utility Staff	Resolved	

2009-08 Improve Controls over payroll process	File maintenance and payroll should be segregated.	none	Finance Staff	Resolved	
2009-11 Ensure Proper authorization for Travel Disbursements	Ensure proper authorization is on travel prior to making the disbursement	none	Finance Staff	Resolved	
2009-12 Segregate Purchasing and Receiving Duties	A purchasing agent should be hired to ensure the person ordering is not the person receiving	none	Utility Staff	Resolved	
2009-13 Improper payment of safety incentive	Ensure all administrative regulations are still valid	time	City Staff	Resolved	
2009-14 Improve Controls Over Grants Administration	Requestor should not be the one receiving the money	none	Finance Staff	Resolved	
2009-15 Compliance with Procurement Code	Review of the procurement process is vital as is receiving proper authorization on RFP's	none	Finance Staff	Resolved	
2009-16 Under collateralization of Bank Account	Ensure banks are collateralizing City funds at the minimum of 50%	none	Finance Staff	Resolved	
HA 2009-01 Unrecorded Sales and Demolition of Housing Units (Housing Authority)	All transactions need to be recorded in the books	none	Housing Staff	Resolved	

HA 2009-03 Budget Overspending (Housing Authority)	Monitoring of budgets and expenditures is vital	none	Housing Staff	Resolved	
HA 2009-04 Reconcile Bank Accounts on a Timely Basis (Housing Authority)	Reconciliations need to be done on a timely basis.	none	Finance Staff	Resolved	
HA 2009-05 Segregate Payroll Duties (Housing Authority)	File maintenance and payroll should be segregated.	none	Finance Staff	Resolved	
HA 2009-06 Under collateralization of Bank Account (Housing Authority)	Ensure banks are collateralizing City funds at the minimum of 50%	none	Finance Staff	Resolved	
HA 2008-01 Preparation of Financial Statements (Housing Authority)	Purchase software	Implementation	Housing/Finance Staff	Resolved	
HA 2009-02 Segregate Cash Receipts Duties (Housing Authority)	Separate duties of collecting cash and depositing cash at bank.	none	Housing Staff	RESOLVED	
HA-2009-03 Budget Overspending	Ensure budget is monitored closely.	none	Housing Staff	RESOLVED	
HA 2009-07 Review and Approval of HUD Cash Drawdown (Housing Authority)	Review of drawdowns by management must be performed before submittal through eLOCC system	none	Housing Staff	RESOLVED	

updated 5/3/12 pm